

RECORD OF PROCEEDINGS

MINUTES OF THE XENIA TOWNSHIP TRUSTEES:

REGULAR MEETING
FEBRUARY 8, 2018 6:00 P.M.

NOTE: These minutes are a summary of the discussion and are not a word for word account of the discussions. The proceedings were electronically recorded. The meeting was held at the Xenia Township Office, 8 Brush Row Road, Xenia, Ohio. This was a Regular Trustee Meeting advertised on the Xenia Township website within 24 hours of scheduling this meeting.

Chair Steve Combs called the Regular Meeting to order at 6:00 p.m.

ROLL CALL: Sheila Seiter, Fiscal Officer; Steve Combs Trustee, Chair; Scott Miller, Trustee; Alan Stock, Township Administrator. Susan Spradlin was absent.

All participated in the Pledge of Allegiance.

IN THE READ FILE:

Greene Council on Aging, League of Women Voters(Feb), Xenia Adult Recreation Services, Greene County Public Health Press Release (2), Miami Valley Regional Planning.

FISCAL OFFICER:

Mrs. Seiter advised that she had given everyone a copy of the monthly financial reports.

Mrs. Seiter stated the 2018 Final Budget was ready and different from what had been explained previously. Mr. Stock stated that the major change was the minus \$22,000 over three accounts that the County Auditor had sent in November and the current one he sent recently. He stated that he and Mrs. Seiter made those adjustments. Mr. Combs asked if Mr. Miller wanted to discuss the Budget. Mr. Miller advised that he would like to come back to the Budget later in the meeting, so they can discuss other projects on the agenda. There was discussion about coming back to the Budget later in the meeting and everyone agreed.

Mrs. Seiter presented the payroll. Mr. Miller moved to approve the payroll as presented. Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 2-0.

RESOLUTION NO. 2018-006

Mrs. Seiter presented the bills. Mr. Miller moved to approve the bills. Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 2-0.

RESOLUTION NO. 2018-007

Mrs. Seiter advised there were two sets of minutes to approve, one from the January 4th meeting and the other from the January 18th meeting.

Mr. Combs moved to approve the minutes from the January 4, 2018 regular meeting. Mr. Miller seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 2-0.

RESOLUTION NO. 2018-008

Mr. Combs moved to approve the minutes from the January 18, 2018 regular meeting. Mr. Miller seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 2-0.

RESOLUTION NO. 2018-009

Mr. Combs asked Mrs. Seiter if she had anything else and that they would come back to the budget later in the meeting. Mrs. Seiter stated that she had been exchanging emails with the State Auditors to finalize the 2014-2015 audit. She stated that she has been given the draft management letter and audit report. She has been going over them and asking

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questions before they become final. Mrs. Seiter stated that she would forward the email to the Trustees, so they could read the drafts. She reminded these are confidential at this point and cannot be shared.

ROAD DEPARTMENT:

Mr. Pile advised that this season they have had eleven snow events from November to present. He stated that there has been an accumulation of 29.4 inches of snow with 0.4 inches of ice. He stated that the Road Department had used 529 tons of salt, 125 tons of grit and 3,470 gallons of beet juice and had traveled 4,336 miles. Mr. Pile explained what maintenance had been done during the season so far and the expenses for those repairs. He advised to the amount of overtime by the department and the amount of reserves for materials that were left for the season. He stated that compared to last year they had used two times the amount of materials.

Mr. Pile advised to the preliminary vehicle maintenance and current status. He explained the documents given to the Trustees represented the last five years. He stated that these documents also showed projections for maintenance needs. There was discussion about the vehicles and the maintenance for them. There was discussion about the maintenance of the tractors and mowers and if anything needed to be replaced.

Mr. Pile advised the 2017 Township Highway Mileage certification was complete. He explained the increase due to Moran Road. Mr. Pile stated that the previous road mileage was 53.475 and is now 53.508. There was discussion about an increase in monies that will be received from the State because of this increase.

Mr. Combs moved to approve the 2017 Township Highway Mileage certification as presented for 53.508 and includes Moran Drive. Mr. Miller seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 2-0.

RESOLUTION NO. 2018-010

Mr. Pile advised that it was the time of year for the Collective Bidding for road needs for 2018. Mr. Pile explained which roads were selected to be included in the bidding process this year. Mr. Pile advised what type of work would be done on the selected roads.

Mr. Combs moved to enter the County collective bidding process for road needs for 2018. Mr. Miller seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 2-0.

RESOLUTION NO. 2018-011

Mr. Pile stated that the Greene County Basin continues to grow and that there were 23,782 sewer customers and 17,630 water customers. He stated that the big talk was the new water main that was going in.

Mr. Pile stated that he had a good time at OTA this year. He stated it was very informative and decided next year he would go for all three days. He explained the information gained while attending the conference. The Trustees asked if he collected any samples and Mr. Pile explained which samples he collected and had tried so far. There was discussion about the different snow removal products that were discussed at the conference and what Mr. Pile thought of all the different products. There was discussion about the products the Township currently uses and how effective they are for snow and ice.

FIRE DEPARTMENT:

Chief Fox explained the Preliminary Vehicle maintenance and current status report would have to wait until next meeting because he had not been able to meet with Franz Seiter, Township Mechanic, to complete the report due to the snow event. There was discussion about what vehicles may need replaced in the next three years. There was discussion about the quotes that had been received so far.

Chief Fox reported that the Safety Council meeting had been cancelled.

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Chief Fox stated that Winter OTA Conference was a great time, he attended four classes and went to the trade show. He stated that there were not a lot of fire apparatus at the show but that there was a Fire Trade Show coming in April. Chief Fox and Deputy Chief Beegle advised to the classes that they attended, and the information gained from them.

Mrs. Seiter advised that she also enjoyed the classes at the OTA Winter Conference. She stated that she used them not only to gain new information but also as a refresher to stay updated on everyday activities. She advised that she had met her required hours for the Fiscal Integrity Act for her term. She stated that she was glad to see the wide variety of classes offered this year. She advised she would forgo her overnight expenses next year so Mr. Pile could go all three days.

ADMINISTRATOR:

Mr. Stock advised that he had more information about the medical Insurance and stated that he had an update regarding the Run-Out process. Mr. Stock explained what was happening with the insurance and how things were getting caught up for the employees. Mr. Stock advised about the run-out costs from the previous insurance. There was discussion about the process and costs for the run-out insurance.

Mr. Stock advised about the Zoning Boards process for new members and stated that he had seven people who showed interest. He stated that four people had come in to take the test. He advised to the results and which boards the people were most interested in serving. There was discussion about trying to get people on the Zoning Boards that represent all areas of the Township.

Mr. Stock advised that the Zoning Commission had continued the Public Hearing on Fences and that will be held on February 20. He stated that he expected to have everything for the Trustees at the March 1st meeting so that they could schedule a Public Hearing on text changes.

Mr. Stock advised that he had spoken with the members of the Volunteer Fire Fighters Dependents Fund Board. He stated that he asked them to meet and decide who the fifth member would be, and who would serve as Chairperson and Secretary. Mrs. Seiter offered to reach out to each person to facilitate and get this done.

Mr. Stock advised that he had put together a spreadsheet with information about Major Maintenance and historical data included in this document. He asked the Trustees to look it over and let him know if they would like to have any other items added to it.

Mr. Stock advised to the Spring Clean-up Locations and brochure for 2018. He stated the five locations for the dumpsters. He showed the Trustees the new banners that will be placed at each dumpster location. There was discussion about the new banners.

Mr. Stock advised to the Adult Entertainment Zoning Licensure Application and the Zoning Resolution for Adult Entertainment. There was discussion about the corrections that needed to be done to the Resolution. Mr. Stock stated that the changes that Trustees had asked for have been completed

Mr. Stock advised to the Durango body work estimates and described the work that would be done. There was discussion about the vehicle condition and whether it needed to be replaced or just have the repair work done.

Mr. Combs moved to approve the work estimate to The Rod Shop for \$1,728.50 for the body work on the Administrative Dodge Durango. Mr. Miller seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 2-0.

RESOLUTION NO. 2018-012

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Mr. Stock advised that the ZonePro product had been sold and bought by iWorQ. The iWorQ replacement will incorporate Community Development, Public Works, Fleet, and Citizen Engagement. Mr. Stock advised what the new software would include, and the costs associated with it. There was discussion about the new package and what was included.

Mr. Miller moved to enter into a contract with iWorQ software for a total of \$4,600.00, to be split as follows, \$1,533.34 from 1000.110.360.0000, 1,533.33 from 2031.330.360.0000, 1,533.33 from 2111.220.360.0000. Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 2-0.

RESOLUTION NO. 2018-013

Mr. Miller moved to reappoint Willie Washington to the Tecumseh JEDD Board for a five-year term. Mr. Combs seconded the motion. Roll Call: Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 2-0.

RESOLUTION NO. 2018-014

Mr. Stock asked if the last of the Winter OTA Session Reports from himself and the Trustees could be done at the next meeting and everyone agreed.

Mr. Miller asked about the demolition being done at 125 Fairground Road and when it might be completed. Mr. Stock stated that he believed it would be done in the next week. There was discussion about the demolition work.

UPCOMING MEETING DATES:

Feb. 15, Trustee Meeting
Feb. 20, Zoning Meeting and Continued Public Hearing
March 1, Trustee Meeting

COMMITTEE REPORTS:

Greene Co. Reg. Plan. Coordination Committee: Mr. Combs stated that the meeting was about the two candidates that will be taking Mr. LeBlanc's place when he retires.

ADJOURNMENT:

Mr. Miller moved to adjourn at 8:59 p.m. Mr. Combs seconded the motion. Mrs. Seiter stated that she would not do roll call since they had not gotten back to the discussion about the budget. Mrs. Seiter asked if they were going to discuss and approve the budget from earlier in the meeting. The decision was made that it was best to wait until all three Trustees were present to discuss the budget. Roll Call: Mr. Miller – aye, Mr. Combs – aye. Motion **PASSED** by roll call of 2-0.

Xenia Township Board of Trustees

Date Approved: _____

L. Stephen Combs, Chair

Resolution # _____

Attest:

Scott Miller

Sheila J. Seiter, Fiscal Officer
MEH

Susan Spradlin